

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3812

TITLE: HOUSING AND COMMUNITY DEVELOPMENT DIVISION DIRECTOR

GRADE: S-32

DEFINITION:

Under direction, serves on the management team that plans, implements, administers, and evaluates all Department of Housing and Community Development (DHCD) programs; has agency-wide responsibility for broad, diversified programs and projects during one or more phase(s) of development, and actively participates in the direction of projects during other phases; and serves as the Chief of a large division within the DHCD; and does related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Housing and Community Project Administrator is distinguished from the Housing/Community Developer V in that the Housing/Community Project Administrator oversees a large division consisting of several branches and manages numerous programs and large scale projects whereas the Housing/Community Developer V oversees and manages a large branch within a division.

ILLUSTRATIVE DUTIES:

Serves as a member of DHCD's management team, which plans, implements, administers, and evaluates County-wide housing and community development/revitalization strategies, programs, and services;

Has overall responsibility for projects during specific stages of development, and actively participates in the direction of projects during other phases;

Supervises staff of a large division;

Ensures staff compliance with federal, state, and local regulations and standards;

Develops and implements policies and procedures;

Oversees preparation of the division's budget and monitors expenditures by project;

Represents the agency in meetings with the Planning Commission, public and private-sector officials and interest groups, and federal and state regulatory agencies;

Prepares Board Items, and makes presentations to the Board of Supervisors, the Fairfax County Redevelopment and Housing Authority (FCRHA), business and community organizations, and other County agencies;

Participates as a member of the Loan Committee;

Develops requests for proposal, reviews bids, and supervises the selection of consultants and contractors;

Authorizes payment to consultants, contractors, and other public agencies performing work under assigned programs;

Prepares/reviews correspondence and reports related to the work of the division;

Coordinates projects with other divisions;

Serves as liaison with pertinent federal, state and local agencies.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of federal, state, and local housing programs, regulations and standards related to the work activities of the assigned division; Thorough knowledge of, and ability to effectively apply managerial methods, practices, theories, and processes;
Knowledge of the laws, regulations and standards pertaining to assigned work activities;
Knowledge of the issues relating to public and private participation in real estate acquisition/sale, financing and construction;
Knowledge of federally-assisted residential property management operations;
Demonstrated skills in needs assessment and strategic planning;
Ability to communicate effectively, both orally and in writing;
Ability to structure, prepare and deliver concise, understandable presentations on complex issues;
Ability to plan, organize, coordinate, assign, and evaluate the work of professional and support staff in a complex, highly interactive work environment;
Ability to direct programs requiring coordination with other governmental agencies, private developers, lending institutions, and citizen organizations;
Ability to establish and maintain effective working relationships with elected and appointed officials, and representatives of public, private sector and community organizations.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a Bachelor's degree in Urban/Regional Planning, Architecture, Real Estate Finance, Public or Business Administration, or a related field; PLUS
Six years of progressively responsible managerial experience in the fields of housing and community development/redevelopment, real estate finance, planning, construction or a related field.
A Master's degree may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

RETITLED:	July 25, 2005
REGRADED:	July 1, 2005
REVISED:	December 12, 2003
REVISED:	May 9, 2001
REVISED:	February 7, 1995
ESTABLISHED:	February 11, 1991

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